



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

FILE CLERK/MESSENGER
(Amended)

Announcement #

06-07

Date Opened

September 8, 2006

Closing Date

Open until filled.

Location

San Diego Main Office, 101 W. Broadway, Suite 700, San Diego, CA 92101

**Duties and
Responsibilities**

The File Clerk/Messenger is located in the Clerical Division of the Probation Office. Representative duties include but are not limited to: Collects and distributes correspondence, mail and documents to designated in-house locations and other court units. Operates a variety of copying and office equipment. Provides copying/faxing services as required. Maintains integrity of filing system. Utilizes computer in locating, tracking, and logging files. Sorts, classifies and files case records. Provides centralized mailing services for U.S. Probation Office. Operates and maintains mail metering equipment. Posts all outgoing mail. Prepares and ships records to the appropriate Federal Records Center. Provides general assistance in moving/relocating furniture, files, and equipment. Maintains safety and cleanliness of government vehicle. Position requires substantial walking.

Starting Salary

Court Personnel System - Level 22

CL 22, Steps 1 - 13 \$26,035 - \$28,555 annually with full government benefits

Potential Salary

CL 22, Steps 14 - 61 \$28,765 - \$39,041 annually with full government benefits

**Minimum
Qualifications**

To qualify for the position of File Clerk/Messenger, a candidate must be a high school graduate or equivalent and be computer literate. For placement at salary level above minimum, one or more years general experience is required. A candidate must also be able to lift large case files and move heavy boxes and office furniture. A Valid Driver's License is required for delivery & pick-up of documents using Government vehicle. Successful candidates must undergo a background investigation as a condition of employment and pass an applicable exam.

**General
Experience**

Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Educational
Substitutions**

May also apply to the general experience requirement.

**Personal
Characteristics**

A successful candidate must be mature, responsible, poised, organized and meticulous. Must also possess tact, good judgment, initiative, and the ability to work harmoniously with others.

**Send Resume and
Cover Letter to:**

U.S. Probation
Attention: Human Resources
101 West Broadway, Suite 700
San Diego, CA 92101-7991

or e-mail to: HR_CASP@casp.uscourts.gov

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